

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA**

**April 25, 2017**

**6:00 PM Oak Bridge Clubhouse**



**In Attendance:**

Chris Connor, Treasurer  
Patrick Saucier- Director  
Helen Skaleris - Director  
Connie Garland - The Evergreen-Harvard Group

**BOARD MEETING CALLED TO ORDER: 6:00pm**

**APPROVE MINUTES OF THE MARCHBOARD MEETING:** Helen Skaleris made a motion to accept the March minutes as presented and Patrick Saucier seconded the motion. All present in favor.

**FINANCIALS FOR MARCH:**

The balance in the operating account as of March 31<sup>st</sup> is \$138,338.41. Approximately \$28,000.00 of the operating account was originally set aside to set up a savings account for the boilers for building 2 and 3. Depending on the engineer's inspection on support beam in building 3 this money may be used to resolve that issue. The reserve balances is \$187,620.12 which includes the \$110,343.00 in the Rockland account. A motion was made by Chris Connor and seconded by Patrick Saucier to accept the financial report for the month of March with the following concerns. All present in favor.

The board discussed closing the Eastern Bank accounts and combining them with the current bank. Management will ask accounting for a date in which this will be accomplished. The board would like to close the \$64,098.39 account and move it to the new bank. Management will inquire with accounting on why the Eastern Bank account is still open in the amount of \$58,687.21. In order to simplify the finances the board would like only two banks involved with the association, Rockland Trust and Pacific Premier Bank.

Management continues to work with the association's attorney on collections. There is one payment plan at the property that has been paying on each month. This account may be forfeited for taxes if the owner doesn't pay the back taxes. Because there is a lien on the property management will be notified if this happens. The other account is in probate at this time.

The board has not seen the refund on the late charges in the amount of \$705.82 from the Evergreen-Harvard Group. Connie will look into this.

The amount of \$421.00 was charged to the association for taxes. This was an oversight by the CPA in the past, however it was caught while doing the 2016 reports. It is not a late fee or penalty.

The payroll company that processes Aaric Adam's paycheck is \$15/week. This was not charged by Harvard however it is now being passed along to the association after the Evergreen – Harvard merger.

## **MAINTENANCE UPDATES:**

Kevin Provencher will begin the attic work on May 17<sup>th</sup> and will continue until all attics have catwalks.

Deck evaluations will be done as soon as Prime Touch has an opening.

The Alliance contract was discussed and the board approved the contract for \$3596.00. Management will forward the contract to Alliance and proceed with obtaining quotes on items to be done in 2017. Because the garage doors are not going to be replaced with solid doors Alliance will be re-submitting a quote to install sensors on the fans that run constantly.

Alexanders Window Washing invoice was approved for \$700.00 Connie will contact the vendor and schedule the work.

The ashtrays for the building will be reviewed again and ordered/installed as time permits. Management will order 12 ashtrays.

There is currently funding of approximately \$28,000.00 in the operating account, left over in 2016 for B2+B3 expenses, for the engineering work for building 3.

Management will schedule the garage cleaning as soon as Turner Group determines a plan to repair the support/beam and foundation for building 3. Once this is done Connie will contact Best Qualified to clean the carpets.

Aaric will be starting on the repair work on building 4 patios. Connie will supply the paint that can be used on the concrete.

## **OLD BUSINESS:**

Management is working on the updated reserve study.

Dryer Vents – Armstrong requires that the association install a walkway in the attics prior to the dryer vent cleaning.

There is sheet rock damage in the garage by space 105 due to water. Management will ask Turner Group for any recommendations.

## **NEW BUSINESS:**

Management will contact Clough Landscaping and secure a 3 year contract for landscaping and snow removal.

The board will be evaluating the exercise equipment. All of the equipment was donated with the exception of one of the treadmills.

The intercom systems for building 1 and 4 will be replaced within the next 60-90 days. Owners may remove their current intercom systems whenever they wish as the new system is telephone based. Residents will be notified of the change and given instructions on how to use the system. The residents in building 1 and 4 will need to provide management with a name and phone number they wish to have listed in the directory.

Peter Marston Plumbing replaced the damaged water bubbler in the clubhouse.

Management will be sending out an addendum to the property rules regarding activity by the patios and where the children can play ball.

Connie will call the Water Department and request that the meter be changed in building 1. Everything has been checked and there are no ongoing leaking or running water detected in this building. The water bill is still approximately 2 times more than water bill for building 4.

Connie will ask Kevin Provencher to evaluate the window in building 3 over the garage door. It appears that there is a leak coming down through the stairwell ceiling.

Owners need to make sure that they notify management at least 72 hours prior to shutting any water off in the buildings. No water will be shut off on Sunday unless there is a dire emergency.

The audit letter was signed and returned to management. Once the annual report is received management will be authorized for pay the invoice.

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be on May 18<sup>th</sup> at 5:30pm. The open session will be from 5:30pm to 6:00pm. Owners are reminded that they need to inform management if they will be attending the meeting or if they have any questions for the Board.

There being no further business a motion was made by Chris Connor and seconded by Patrick Saucier to adjourn the meeting. All present in favor.

**ADJOURNMENT:** 7:05 PM